

FY2008 LEA Foster Care Claim Instructions (LEAs Only)

Due August 1, 2008

Overview

Questions

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General Information

- All districts that file the foster care claim will do so electronically on the secure data collection web site.
- Report actual numbers; do not estimate, allocate, or prorate.
- Federal and State law requires the Certified Annual Report (CAR) to be audited during the annual audit by an independent or state auditor. The auditor includes in the audit comments information regarding the accuracy and timeliness of the filing. The foster care claim is part of the CAR for audit purposes.
- The claim submitted and the supporting worksheets should be retained for at least five years after approved during the audit.

The Data Collection Website

Location

<http://www.edinfo.state.ia.us>

Start Up Screen

- USER ID is the district's four-digit district number.
- PASSWORD is the same as the password assigned to the district for the BEDS web site.
- Click on the **submit button** to go to the next screen.

Application Menu Screen

- Click on the gray bar for **Foster Care Claim** to enter into that claim form section of this web site.
- Click on the gray bar **Exit** to leave this screen and return to the start up screen.

Instructions for Completing the Foster Care Facility Claim Form

Completing and submitting this form constitutes filing and certifying a claim with the State of Iowa.

Attendance for Foster Care Students in Facilities

Obtain attendance information on students from Foster Care Facilities if not already available in your student information system. This information is retained in the files of the district and is to be made available to the auditor during the review of the CAR. This information should document the following:

1. The student is receiving regular education (not special education).
2. The student is not a resident of the district.
3. The dates the student enrolled and exited, if applicable (excluding summer school).
4. The student is a resident of the state of Iowa.
5. The age/birthdate of the student.
6. The student is participating in the district's instructional program.
7. The facility or foster care home where the student is staying is physically located within your district boundaries.
8. The student was not present on October 1 and therefore not counted on the certified enrollment .

Add Button

The web-based data collection form has a separate add screen to input foster care/residential facility information. Click the **Add** button to go to the input screen.

Input (Add) Screen

- On the input screen, input the facility number or select from the name query. The facility number is a 4-digit number. To get to the name query, enter the number "8" in the facility number box and click "save." A dropdown name query will appear on the add screen. Residential facilities located within the building will have a specific number; "other facility" is 8998, and "private home" is 8999.

- Enter the number of students who meet all of the following criteria: Of school age, Iowa resident, regular education, enrolled in the district's instructional program, not a resident of the district, living in a foster care/residential facility located within the district.
- Enter the total aggregated days (absent and present) these students were enrolled in the district's instructional program while living in the facility. Do not include summer session.
- Enter the number of students who were living in the facility on October 1, 2007. If a student was inadvertently omitted from the October 2007 certified enrollment count, the district should notify its auditor who will provide information to the Department of Management in writing and an adjustment will be made on the districts count. This adjustment will show on the following year's Aid and Levy Worksheet.

To Abort

- To abort the adding of this facility, click the **Abandon Add** button. This will return the form screen.

To Save

- If the information is correct, click the **Save** button. This will return the form screen.

Toggle between the forms using the **Add** button and **Save** button until the information is entered on each facility located within the district.

With each save, the form screen will display the following information:

- **Facility Name**
- **Facility Number**
- **Total Foster Care Students**, this is the total number of nonresident foster care students served who meet the criteria.
- **Total Aggregated Days**, this is the total aggregate days enrolled.
- **October 1 Foster Care Students**, this is the total number of nonresident foster care students who were enrolled on October 1, 2007.
- **October 1 Aggregated Days**, this column is automatically calculated. It is the total aggregate days for which the district will receive its district cost per pupil (DCPP) due to counting of the nonresident foster care students in its certified enrollment.
- **Reimbursement**, This column is automatically calculated. It is the maximum reimbursement allowed. The calculation is the difference between Total Aggregated Days and October 1 Aggregated Days multiplied by the district's District Cost Per Pupil (DCPP), also called the Maximum Tuition Rate, for FY08.

Certifying

- After all entries have been reviewed for completeness and accuracy, including contact information, submit the **Foster Care Claim** by clicking on the **Certify button**. Clicking the **Certify button** on the web based data collection signifies signing the certification form and no further paperwork is necessary. The district will not be given credit for having completed its claim until the information has been certified. Once the data have been certified, data can no longer be changed. Data will, however, still be browsable. Certify no later than the due date, which is August 1.